



**2019 SANTA CLARA ART & WINE
FOOD BOOTH APPLICATION INSTRUCTIONS**

The Art and Wine Festival is sponsored by the City of Santa Clara. The Festival will feature 175 art vendors, 30 food vendors, entertainment and children's activity area. The event has drawn more than 40,000 people in recent years. Proceeds from the event benefit various local charities.

- Dates:** Saturday, September 14 and Sunday, September 15, 2019
Time: Saturday - 10:00am - 6:00pm & Sunday 10:00am-5:00pm
Location: Central Park in Santa Clara, 909 Kiely Boulevard
Application Fee: \$75.00 is due with completed application. **Please make checks payable to "City of Santa Clara".**
Participation Fee: Once applications are approved groups will be notified regarding current participation fees for booth rental, health permits and booth signs.

Participation fees are to be paid at the mandatory Food Vendor Information Meeting on Thursday, August 1, 2019. The meeting will be from 6:30-7:30 pm at the Santa Clara Senior Center, 1303 Fremont St. The group contact or a representative who will be working the booth must attend this meeting. Packets will be distributed at the meeting and will include vendor space locations, Health Department information and parking passes.

ELIGIBLE GROUPS: Only City of Santa Clara, non-profit organizations will be allowed to participate. First priority will be given to returning resident groups. New resident groups will be placed on a second priority list and will be considered if space is available. Resident organizations must be based in the City of Santa Clara and/or have 51% of its membership living Santa Clara residents (rosters must be provided upon request).

APPLICATIONS: Applications are due **Monday, June 10, 2019.** Mail check for **\$75.00** and the **completed application** to: Santa Clara Art and Wine Festival Food Applications, **Santa Clara Senior Center, 1303 Fremont St., Santa Clara, CA 95050.** For returning groups, items to be sold should be the same as 2018. Changes can only be made with approval. New groups desiring to apply must complete the enclosed application (front and back) and list exact items to be sold.

HAND WASH STATIONS: County Health Department regulations mandate **Warm Water Hand Washing** must be in any booth selling non-packaged food items. To ensure all groups meet this standard, hand washing stations will be distributed by the Parks & Recreation Department, to each participating group.

STATE BOARD OF EQUALIZATION: It is **your responsibility** to be in compliance with the *State Board of Equalization*. Please contact their office at 408/277-1555 regarding any necessary applications for a Temporary Seller's Permit, or exemption status, prior to submitting application.

BOOTH SPACE: Each booth is **approximately 10' x 10'.** Sellers must provide their own price signs, tables, chairs and booth flooring. Electricity is **not** available to all groups. Space location will be assigned based on group needs and traffic flow. Booth assignment and set-up information will be given to each group prior to the event.

PARKING PASSES: Each group will receive one **PARKING PASS.** Parking Passes will be honored in the **CRC Lot (Kids Kingdom groups) and the Ball Field Parking Lot (Food Alley and Beer Garden Groups), off of Patricia Drive.** Each group receives **ONE** pass to be used as they see fit.

BEVERAGE SALES: Food groups are not permitted to sell carbonated beverages or water. Those groups wanting to sell tea, lemonade, etc. must sell **for no less than \$2.00** for a **16-oz. serving.**

VEHICLES ARE NOT ALLOWED IN THE PARK ON SATURDAY AND SUNDAY

Food vendors will be allowed to set-up booths on Friday, September 13th, from 3:00 - 7:00pm. Group may remain in the park after the 7:00pm time but all vehicles must be out of the park.

NO PETS AT THE FESTIVAL: Service animals are permitted.



**City of
Santa Clara**
The Center of What's Possible

City of Santa Clara Art & Wine Festival Food Vendor Application



Organization/Club:

Committee Chairperson/Primary Contact: _____ **Phone #** _____

Club Name or Person to make payments to: _____

Organization/Club Address (school groups, please do not use school address):

Street : _____ **City:** _____ **Zip** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

E-mail Address _____

The Festival Coordinator will make attempts to provide groups with their past location. Due to electrical constraints and park layout, changes may occur. Past participation does not guarantee assignment of same location for future years.

In order to streamline the payment process, please fill out and return the W-9 for your organization. This will ensure payments are credited and applied correctly.

Once approved, all groups will be required to fill out a Department of Environmental Health Temporary Food Facility Vendor Application. Forms will be submitted to the Festival Coordinator (date will be determined at a later time). It is the responsibility of the committee chairperson to meet the deadline for submittal. Health Permits will be issued through the Coordinator on the first day of the Festival after a primary inspection of booth is completed.

It is the responsibility of the Committee Chairperson to obtain a Temporary Seller's Permit, through the State Board of Equalization. All vendors must report their number or exempt status prior to event participation. To find out more information regarding a Temporary Seller's Permit, please call 408/277-1555. If you already have a Temporary Seller's Permit, please provide you number below:

Temporary Seller's Permit #: _____
(*Additional information required)

Did you participate last year? Yes _____ **No** _____

If yes, are you requesting to sell any new items this year? Yes _____ **No** _____

Will you need a new sign this year? Yes _____ **No** _____ (Signs are required for all new groups. Prices will be given at a later time. Groups that have not had a new sign in the last 10 years are required to purchase an updated sign)

List ALL food items and/or drinks to be sold by your organization.
If you are requesting to sell new items, please highlight.

Item: Price: Item: Price:

Will your group require electricity? Yes _____ No _____ (subject to availability)

Did your group use electricity last year? Yes _____ No _____

Appliance: Amps/Watts Used:

Food Preparation: If your group plans to prepare food offsite, the kitchen used must have a valid Health Permit issued by the Santa Clara County Department of Environmental Health.

Will you prepare food onsite or at a permitted kitchen? _____

If you plan to use a permitted kitchen, please provide the name and address of that kitchen: _____

If you have not secured a kitchen at this time, you may provide the information at a later time.

In CONSIDERATION of the acceptance of the application for entry into the Art & Wine Festival listed on the application form above this agreement, I hereby WAIVE, RELEASE, and DISCHARGE, any and all claims for the damages for death, personal injury, or property damage which I may have, or which may hereafter accrue to me as a result of my participation in the said activities. This release is intended to discharge in advance the City of Santa Clara, City Council, its officers, agents, and employees, the Santa Clara Unified School District and the School Board, its officers, agents and employees from and against any and all liability arising out of or connected with my participation in the said classes or activities, even though that liability may arise out of NEGLIGENCE or CARELESSNESS, on the part of the persons or entities mentioned above.

I HAVE READ THE DESCRIPTION OF THE ACTIVITY FOR WHICH I HAVE APPLIED, AND I AM AWARE THAT THESE ACTIVITIES SUBJECT ME TO PHYSICAL RISKS AND DANGERS. NEVERTHELESS, I VOLUNTARILY AGREE TO ASSUME ANY AND ALL RISKS OF INJURY OR DEATH, AND TO RELEASE, DISCHARGE, AND HOLD HARMLESS ALL OF THE ENTITIES OR PERSONS MENTIONED ABOVE WHO, THROUGH NEGLIGENCE OR CARELESSNESS, MIGHT OTHERWISE BE LIABLE TO ME, OR MY HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE OR ASSIGNS.

I have carefully READ this Agreement and fully UNDERSTAND its content.

Signature: _____ Date: _____

- Please make sure application is complete and include:
- \$75.00 application fee
- Proof of non-profit status (new groups only)
- Proof of City of Santa Clara Residency (new groups only)
- Completed and signed application

ACTION ITEM TIMELINE:

- ◇ APPLICATIONS DUE JUNE 10, 2019
- ◇ COMPLETED W9 DUE JUNE 10, 2019
- ◇ TEMPORARY FOOD FACILITY (TFF) APPLICATIONS SENT OUT ON JULY 1, 2019
- ◇ TFF'S DUE AUGUST 1, 2019
- ◇ FESTIVAL DATES: SEPT. 14-15, 2019